

## BOARD OF DIRECTORS – ACTION SUMMARY

Wednesday, June 14, 2006 – 6:00 p.m.

Administration Building  
2101 Hurley Way, Sacramento, CA

### CALL TO ORDER

The meeting was called to order by President Engellenner. Board Members present: Duveneck, Engellenner, Goold, Jones, Kelly, Valley. Directors Granados, Lawson, Trujillo, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

### PLEDGE TO FLAG

### METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Thursday, June 15 at 9:00 p.m. and Monday, June 19 at 6:00 p.m. on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv). A VHS copy is also available for checkout from any library branch.

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

### CONSENT AGENDA:

#### 1. Board Meeting Action Summary—May 24, 2006

- **Board Action:**  
*Kelly/Valley—approve the Consent item. Directors Duveneck, Engellenner, Goold, Jones, Kelly, Valley, AYE. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

#### 2. Board Meeting Action Summary—May 24, 2006 Special

- **Board Action:**  
*Kelly/Jones—approve the Consent item. Directors Duveneck, Engellenner, Goold, Jones, Kelly, Valley, AYE. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

**ADDITION TO CLOSED SESSION AGENDA:**

President Engellenner stated a request was received from Assistant Chief Dave Baltzell to place a workers compensation item on the Closed Session Agenda.

General Counsel Margarita announced that this request is pursuant to California Government Code Section 54954.2(b)(2):

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9(a) – One (1) Case

Keith Staples vs Sacramento Metropolitan Fire District

WCAB RDG 0104668

- **Board Action:**  
*Kelly/Jones—approve addition of the item to the Closed Session. Directors Duveneck, Engellenner, Goold, Jones, Kelly, Valley, AYE. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

**ACTION ITEM(S)****1. Memorandum of Understanding (MOU) for Pass Through Funds on Rancho Cordova Redevelopment Plan—(Miller)**

- A draft Memorandum of Understanding to Establish a Process to Identify Additional Sources of Funding for Fire Protection, Emergency Medical Services and Life Safety in the City of Rancho Cordova and an Agreement between the Community Redevelopment Agency of the City of Rancho Cordova were distributed to the Board.
- Nancy Miller, attorney representing the District, stated this item was presented at the last meeting and an Agreement has been worked out in addition to the Memorandum of Understanding.

Staff recommends approval of the two documents and authorize the Fire Chief to sign subject to working out some final amendments that are not substantive.

- **Board Action:**  
*Kelly/Jones—approve the Agreement with the Redevelopment Agency of the City of Rancho Cordova and the Memorandum of Understanding with the City of Rancho Cordova, as provided by staff. Directors Duveneck, Engellenner, Goold, Jones, Kelly, Valley, AYE. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

- Ms. Miller stated the Agreement stipulates that the District will withdraw its objections and support the redevelopment plan proposed by the Agency, as a result of this action.
- Fire Chief Mette acknowledged the presence of Curt Haven, Economic Development Director, who was instrumental in helping with this process, and Council Member Linda Budge from the City of Rancho Cordova.

## **2. Fire Prevention Bureau Decentralization—(Dobson)**

- Fire Marshal Dobson distributed additional information to the Board relative to questions and the cost of the Sacramento County Service Center at Hazel and Madison.

Another concern expressed was payment of rent to the County for relocation to the County Service Centers.

- The County is willing to enter into a Memorandum of Understanding that addresses the use of the shared space and rent payment.
- Attended a meeting on Monday to finalize the anticipated cost of the building on a five-year repayment plan. The initial quote at the last presentation was \$2.25 per square foot but the actual cost in the first year is \$4.49, which includes some one-time costs such as project management, telephone and data line installation, modular furniture and installation, common area furniture, break room, etc., plus rent, utilities, and tenant improvements. The annual cost decreases after the first year to \$2.71 per square foot for rent, utilities, and tenant improvements. The County of Sacramento, Department of Facility Planning, Architecture and Real Estate provided these estimated costs on June 19, 2006.

The benefits include the convenience of providing services to the District customers and the working relationship with the County.

- This proposal to decentralize the Fire Prevention Bureau is probably a three - four year process to make it happen.
- Director Engellenner supported his colleagues on one-stop shopping but the County doesn't pay anything to the District or the City of Sacramento for fire suppression or fire prevention. On that note, if the County doesn't pay the District for fire protection, he could not vote in favor.

- Staff recommends that (1) the Fire Chief be authorized to work with the Sheriff's Office on relocation of the Fire Investigators to the new substation to be built in North Highlands, and (2) continue working on decentralizing the Fire Prevention Bureau to the new County Service Centers to be built and provide the Fire Chief with direction on terms and cost to be negotiated.
- Director Jones stated if we support one-stop shopping and facilitating relationships with incorporated and unincorporated areas we serve, the critical decisions can be brought back to the Board following negotiations with the County. In support of the staff and Fire Chief to pursue this.
- Fire Chief Mette stated he indicated to Supervisor MacGlashan's Administrative Aide that we want to be a partner. It makes sense to decentralize to be out in the communities to provide convenient service. The downside is the District will have to pay rent. He indicated either help us in other ways but be aware we have a place now with no rent.
- **Board Action:**  
*Jones/Duveneck—approve the staff recommendation for Fire Prevention Bureau decentralization. Directors Duveneck, Goold, Jones, Kelly, Valley, AYE. Director Engellenner, NO. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

### 3. Resolution No. 30-06—Transfer of Funds-Vehicle Funding—(Whitcomb)

- A two-page staff report with an attached Funding Analysis report was submitted.
- Staff recommended adoption of the Resolution providing for a Fund Balance transfer in the amount of \$434,836.33 for the purchase of vehicles and related fire/crash/rescue and automotive maintenance supplies.
- **Board Action:**  
*Jones/Duveneck—adopt the Resolution. Directors Duveneck, Engellenner, Goold, Jones, Kelly, Valley, AYE. Directors Granados, Lawson, Trujillo, absent. Motion carried.*

**PRESENTATION ITEM (S)****1. Fiscal Year (FY) 2006-2007 Preliminary Budget—(Whitcomb)**

- Acting Finance Director Whitcomb gave a detailed overview of the 2006-2007 Preliminary Budget to include, among other things:

- The District operates under three budgets: General Operating, One-Time Expenditure, and Capital Improvement Program.
- Total General Operating Budget of \$146,098,527 is slightly less than the anticipated FY 2006-2007 Revenue of \$146,103,097.
- One-Time Expenditure Plan Budget includes programs and upgrades, communication devices, equipment, etc.
- The Capital Improvement Program (CIP) provides \$10,144,813 for ongoing construction of fire stations #32 and #107, as well as funds to begin development of fire stations #168 and #111. In addition, it includes \$600,000 for improvements to buildings and structures, fencing at stations, turnout lockers, and an industrial waste monitoring system.
- The projected Property Tax Revenue growth reflects an increase of 12.94% over the previous year.

Director Duveneck suggested a trend analysis report of the revenue growth projections versus the actual property tax revenue over the past years.

- Other Revenue Sources include a projection of \$19,927,961 from fines, medic fees, contracts for crash/rescue services, fire suppression, fire prevention services, plan check fees, and employee contracts for services.

In response to Director Goold, Ms. Whitcomb stated the medic fees are approximately 60% of the Other Revenue Sources.

- **General Fund Reserves on April 30, 2006:**

Reserve, Undesignated	\$ 6,500,000
Capital Improvement Reserve	14,377,197
Pension Obligation Bond Fund Reserves	208,978
Workers' Compensation Reserve	4,000,000
Workers' Compensation Checking Account	400,000
Deferred Compensation Reserve	38,357
Petty Cash Imprest Account	500
<b>Total General Fund Reserves</b>	<b>\$ 25,525,032</b>

The Board previously followed a guideline of establishing the Undesignated Reserves at a minimum of 5% of the General Operating Budget. The current balance represents 4.4% of the General Operating Budget and does not meet that guideline.

The Undesignated Reserve balance will be monitored and may increase with the Final Budget.

- Revised Position Authorization Document reflects four additional personnel:
  - 1 – Associate General Counsel
  - 1 – Public Education Technician
  - 2 – Facilities Technicians
- Total Budget Requirements for FY 2006-2007 - \$ 159,707,785
  - Expenditures by Budget reflect an overall increase of 8.84% from the prior year.

### **Discussion**

- Director Goold stated that Emergency Medical Services generates a considerable portion of the revenue but yet it remains understaffed while other employees are added. Urged the Board to support the EMS personnel and increase the number of personnel.

Director Duveneck echoed the same concern. The Eastern area is growing but the line personnel are sparse. Need to plan how we can cover that territory and the demand for services.

- Director Jones had questions to include a breakout of the 605 Suppression personnel shown on the Position Authorization Document and the projected number of stations and full-time employees needed in the future for the areas of growth. She requested a three-year timeline projection in terms of upping our Staffing document.

Fire Chief Mette stated he could provide a breakdown and put a five-year plan together.

Director Kelly wondered if any savings can be derived from this budget to enable hiring an additional person in EMS.

Director Jones suggested a review of the Staffing Document at a future Board meeting to address staffing issues for paramedics, supervision of field medics, etc.

- Questions and answers on budget line items.

**PRESIDENT'S REPORT—(Engellenner)**

Three Directors absent:

- Director Trujillo is in Washington.
- Director Granados is attending graduation ceremonies for his daughters.
- Director Lawson had heart surgery yesterday and is doing well but not taking phone calls at this time. Board Clerk Tilson will keep us posted.

Director Jones requested something appropriate be sent in a few days.

Fire Chief Mette stated he would take care of it.

**FIRE CHIEF'S REPORT—(Mette)**

- Introduced Fred Beno, the District's new Fleet Manager. Board members extended their welcome.
- Distributed copy of Purchasing and Contracting Policy with some changes. Recommended to be taken to the Policy Committee for review.
- Dozer Program update – on track.
- June 17 at 10 a.m. – Swearing in for the new Citrus Heights Police Department at the City Hall parking lot – 95 officers.
- June 19 – Public hearing at City of Rancho Cordova on the redevelopment project.
- Fire Engineer Pebbles organized the Relay for Life. Metro Team employees raised between \$8,000 and \$10,000. Total raised at San Juan was about \$200,000 for the day.
- Since the last Board meeting, there were six significant working structure fires, 73 grass fires, 4 drownings and several near drownings.

A public service safety announcement being aired on Channel 40 through the end of August on drowning prevention was shown.

The Community Services Division is working on a public awareness program on drowning with signs on Regional Transit buses and in two Century theatres.

- Operation River Safe was a huge success with over 2,200 life jackets loaned out on the Memorial Day weekend.

**GENERAL COUNSEL'S REPORT—(Margarita)**      None.

**COMMITTEE AND DELEGATE REPORTS:**

**Executive Committee—(Engellenner)**

- Next meeting: TBA

**Communications Center Delegate—(Valley)**

- Received presentation.
- Next Meeting: June 27, 2006 – 10:30 AM

**California Fire & Rescue Training Authority—(Valley)**

- Received presentation. Facility Manager title changed to Executive Director. General Counsel Margarita named as legal counsel for the JPA.
- Next meeting: TBA

**Finance Committee—(Kelly)**

- Received presentation. The Preliminary budget was approved and referred to the full Board.
- Next meeting: July 12, 2006 – 5:00 p.m.

**Policy Committee**

- Next meeting: June 28, 2006 – 5:00 p.m.

**BOARD MEMBER QUESTIONS AND COMMENTS:**

**Goold:**

- Supports the Closed Session policy. Should devise a tracking document.
- Supports the Preliminary Budget but before the Final Budget, he would like to see significant support for the EMS Division.
- Explore future motorcycle medics.

**Valley:**

- In agreement with a need to upgrade our EMS program and add more personnel.

**Duveneck:**

- Thanked Theresa Whitcomb on the thoroughness of her budget report.
- Thanked Station 55 personnel for educating him on the Eastern County fire protection needs.



- Kudos to the helicopter crew as he watched them on television dropping water and making a difference.
- Drove by Station 107 – thanked Chuck Horel for his work on the Capital Improvement Program and everything he has done for this District.

**Jones:**

- Bike medic programs for larger events are also a consideration.
- Received substantial information on recruitment and retention at the Women Building & Protecting California conference.

Information to be forwarded to Charmie Junn in Human Resources.

**RECESS TO CLOSED SESSION 8:00 PM****RECONVENE TO OPEN SESSION 8:15 PM**

Report by General Counsel Margarita:

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
**Pursuant to California Government Code Section 54956.9(a) – One (1) Case**

**Keith Staples vs Sacramento Metropolitan Fire District**  
**WCAB RDG 0104668**

Settlement authority was granted to the third party negotiator by a unanimous vote of the Board members present.

[If and when a settlement is reached, it will be announced in Open Session.]

**2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
**Significant Exposure to Litigation Pursuant to California Government Code Section 54956.9**

No action taken.

**3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
**Pursuant to California Government Code Section 54956.8**

Property: 3117 Gold Canal Drive, Rancho Cordova CA  
Approximately +/- 43,063 Square feet of Land  
APN #072-0460-013

3121 Gold Canal Drive, Rancho Cordova CA  
Approximately +/- 9,324 Square feet of Building  
APN #072-0460-014

Agency Negotiator: Don Mette, Fire Chief

Negotiating Parties: Colliers International and Property Owner Sacramento Metropolitan Fire District

Under Negotiation: Price and terms/conditions of purchase

No action taken.

**ADJOURNMENT** – Meeting adjourned at 8:17 p.m.

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H. Peter Engellenner, President

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Ray Trujillo, Secretary

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Charlotte Tilson, Clerk of the Board